

# Some Basics

- Parliamentary procedure, or parliamentary law, refers to the *rules of democracy*—that is, the commonly accepted way a group of people come together, present and discuss possible courses of action, and make decisions<sup>1</sup>
- Due to simplicity, using guidelines set out in: [American Institute of Parliamentarians Standard Code of Parliamentary Procedure](#)
- Most important tool = motion - formal proposal by a member of a deliberative assembly that the assembly take certain action
- Few examples of most common motions UGGS uses are on following slides
- (1) <http://www.parliamentarians.org/about/parliamentary-basics/>

# Minutes Approval Procedure

- Presiding Officer: Asks for corrections to distributed minutes.
- Presiding Officer: Asks for motion to approve minutes.
- Member #1: “Motion to approve minutes from [DATE].” Include amendments if present.
- Member #2: “I second the motion.”
- Presiding Officer: States motion to assembly. Asks for discussion on the motion.
- After discussion (or in absence thereof),
- Presiding Officer: “All those in favor of approving the minutes, say ‘Aye’”. “All those opposed to approving the minutes, say ‘Nay’”.
- Assembly members vote.

# Motion Approval Procedure

- Presiding Officer: Asks for motion from assembly to make a decision, OR
- Member #1: “Motion for assembly to make a decision.”
- Member #2: “I second the motion.”
- Presiding Officer: States motion to assembly. Asks for discussion on the motion.
- Member #3: “I call for a vote by acclamation<sup>1</sup>.”
- Presiding Officer: “Seeing no objection to vote by acclamation, the motion passes.”
- (1) Acclamation – vote that does not use a ballot or show of hands

# Officer Nomination and Voting Procedure

- Presiding Officer: Opens the floor for nominations.
- Member #1: “I nominate Person A for Position B.”
- Member #2: “I second the motion.”
- Presiding Officer: States motion to assembly.
- Nominated candidate(s) describe themselves & why they want to be elected to the position. Presiding officer closes nominations. Nominee(s) leave room & remaining assembly members discuss nominees.
- Member #3: “I call for a vote by [choice: show of hands, ballot, etc].”
- Assembly members vote
- UGGS Officer tallies vote according to method.

# Types of Order

- Normal Order
  - Official documents including governing documents, resolutions, etc. require two (2) readings in two (2) different assembly meetings. In between these meetings, documents are available to assembly members for virtual discussion and editing. Similarly, officer nominations are open for two (2) different assembly meetings.
- Special Order
  - Documents can be passed with only one (1) reading in one (1) assembly meeting so long as the text of the document reflects it was passed under special order. Per UGGS governing rules, documents passed under special order are valid only for one (1) calendar year from passage, after which the language expires.